

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR- 0006

ISSUE DATE: March 8, 2017

TITLE: Clerk

CLOSING DATE: March 22, 2017

DIVISION/UNIT: Codes and Standards / Bureau of Code Services

LOCATION: DCA Building, 101 S Broad St, 6th Floor, Trenton

SALARY RANGE: A04: \$24,715.54-\$34,043.50

POSITION(S): 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

In the Division of Codes and Standards, Bureau of Code Services answers telephones, files, data enters, faxes, types and photocopies; does other related duties as required.

REQUIREMENTS

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0006
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer